



Welcome to CNIPS Training: CACFP Claim Entry

General Comments from SCN

- CACFP claiming begins with submission of the October claim due by November 15, 2012.
- Timelines/Due Dates
 - With CNIPS, SCN will continue to enforce the current claim submission due dates
 - 15th of each month for claims
 - 30th of each month for claim revisions/adjustments
- Site-level Claiming
 - All Sponsors will be submitting claims at the site-level.
- Claiming Process
 - Sponsors enter all 2012-2013 claims through CNIPS. CNIPS will only allow claim submission on an approved application packet.
- Claim Revisions
 - 2011-2012 claim revisions/adjustments must be submitted to SCN for entry by the state since claim entry was performed in the legacy system.
 - 2012-2013 claim revisions/adjustments are entered through CNIPS.
- General Assistance
 - Visit the SCN CACFP website at:
<http://education.ky.gov/federal/SCN/Pages/Child-and-Adult-Care-Food-Program.aspx>

CNIPS Website

- The CNIPS website is: <https://cnips.education.ky.gov/>
- Use the same user ID and password that you logged in with to complete your sponsor application.
- Forgot your user ID/password? Contact the COT Help Desk at (502) 564-7576.



Overview of Claims Processing Steps

1. Gather your information

2. Access 'Claims' and select the month

3. Enter claim information for each site

4. Certify and submit the claim for payment

Claim Submission Complete!

General Overview

The diagram above shows the general workflow for filing a claim within CNIPS. Detailed instructions for filing your claim are shown below.

Preparation for Claim Filing

For a quick and easy claim filing the following materials should be on hand:

1. Site Form 17-9
2. Site Master Roster
3. CNIPS User ID and password



Claiming in CNIPS

The Claim Entry function is used to enter, modify, and view claims.

Prerequisite: In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.

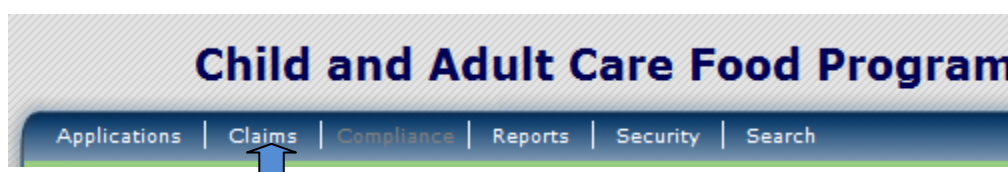


Figure 1: Claim Menu

2. From the Claims menu, select **Claim Entry – Centers**.

| Item | Description |
|---------------------------------------|--|
| Claim Entry - Centers | Center Claim Entry (Breakfast, Lunch, Supper, Supplements) |

Figure 2: Claim Entry Selection

3. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

Note: The current CACFP program year is the default claim entry year if no other CACFP program year has been selected.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- Claim Status: identifies the current status of the claim.
- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.
- Date Processed: identifies the date the claim was included in the payment batch process.
- Earned Amount: identifies the current value of the claim.



| Claim Month | Adj Number | Claim Status | Date Received | Date Processed | Earned Amount |
|-------------|------------|--------------|---------------|----------------|---------------|
| Oct 2012 | 0 | Accepted | 10/22/2012 | | \$832.24 |
| Nov 2012 | | | | | \$0.00 |
| Dec 2012 | | | | | \$0.00 |
| Jan 2013 | | | | | \$0.00 |
| Feb 2013 | | | | | \$0.00 |
| Mar 2013 | | | | | \$0.00 |
| Apr 2013 | | | | | \$0.00 |
| May 2013 | | | | | \$0.00 |
| Jun 2013 | | | | | \$0.00 |
| Jul 2013 | | | | | \$0.00 |
| Aug 2013 | | | | | \$0.00 |
| Sep 2013 | | | | | \$0.00 |

Figure 3: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

- If the claim has been processed by the State, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: October 2012

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|---|------------|---------------|---------------|----------------|---------------|----------|
| View Modify Summary | 0 | 10/22/2012 | 10/22/2012 | | \$832.24 | Accepted |
| Total Earned | | | | | \$832.24 | |

Figure 4: Claim Month Details Screen – Example of Processed Claims

- If the claim has not been processed by the State, the options are:
 - View (to view the completed claim form),
 - Modify (to enter a new claim or modify an existing claim) or
 - Summary (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".



Claim Site List

Starting with the October 2012 claim, Sponsors will perform site-level claiming. The Sponsor will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|---|------------|---------------|---------------|----------------|---------------|--------|
| There are no claims for this month. | | | | | | |
| Total Earned | | | | | \$0.00 | |
| <div>< Back Add Original Claim</div> | | | | | | |

Figure 5: Claim Site List screen

The Sponsor would use the Claim Site List screen to select the site for a claim to add, view, or modify.

| Actions | Site # | Site Name | Errors | Status |
|---------|--------|--------------|--------|--------|
| Add | 1000 | Test Site #1 | | |
| Add | 1001 | Test Site #2 | | |

Figure 6: Claim Site List screen

Note: CNIPS will allow Sponsors to add claim data only for active sites with an approved application packet for the program year.



To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the Sponsor and Site applications). From the Claims menu, select the **Claim Entry – Centers**. The Claim Year Summary screen displays.

1. Select the desired Claim Month. The Claim Month Details screen displays.
2. Select **Add Original Claim** button. The Claim Site List screen displays.

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|-------------------------------------|------------|---------------|---------------|----------------|---------------|--------|
| There are no claims for this month. | | | | | | |
| Total Earned | | | | | \$0.00 | |

< Back Add Original Claim

Figure 7: Claim Month Details screen – Add Original Claim

3. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. For each site claim, enter claim information for all eligible sites.
 - o Enter from your site Form 17-9

| Child Care Center | |
|-------------------------------|----------|
| Attendance Reporting | |
| | Quantity |
| C1. Total Days of Operation: | 0 |
| C2. Total Attendance: | 0 |
| C3. Average Daily Attendance: | 0 |
| C4. Number of Shifts: | 2 |

- o Enter from site Master Roster

Number of enrolled participants in each reimbursement category

| | Quantity |
|-----------------------|----------|
| C5. Free Category: | 0 |
| C6. Reduced Category: | 0 |
| C7. Paid Category: | 0 |
| C8. Total Enrolled: | 0 |



- **For Profit Centers Only** – If your site does not qualify based on the number of Free/Reduced eligibility, you may enter the Number of Subsidized Children to determine if your site qualifies.

For Profit Centers Only

| | Quantity | | |
|---|----------------------|--------------|----------|
| C9. License Capacity: | 105 | | |
| C10. Free/Reduced Eligibility: | 0 | Eligibility: | 0.0000 % |
| C11. Number of Subsidized Children: | <input type="text"/> | Eligibility: | 0.0000 % |
| <input type="checkbox"/> Site is not claiming | | | |

NOT Qualified

- **ADCH Only** – Enter the number of Title XIX/Title XX residents.

For Profit Centers Only

| | Quantity | | |
|--|----------------------|--------------|-----|
| A9. License Capacity: | 50 | | |
| A10. Free/Reduced Eligibility: | 0 | Eligibility: | 0 % |
| A11. Title XIX/Title XX: | <input type="text"/> | Eligibility: | 0 % |
| <input checked="" type="checkbox"/> Site is not claiming | | | |

NOT Qualified

- Enter this information from site Form 17-9

Child Meals / Snacks Served

| | Total |
|---------------------|------------------------|
| C12. Breakfast: | <input type="text"/> 0 |
| C13. AM Snack: | <input type="text"/> 0 |
| C14. Lunch: | <input type="text"/> 0 |
| C15. PM Snack: | <input type="text"/> 0 |
| C16. Supper: | <input type="text"/> 0 |
| C17. Evening Snack: | <input type="text"/> 0 |

5. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
6. Repeat Steps 3-5 for each desired site.
7. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.

| Actions | Site # | Site Name | Errors | Status |
|---|--------|--------------|--------|-----------|
| View Modify | 1000 | Test Site #1 | | Validated |
| View Modify | 1001 | Test Site #2 | | Validated |
| | | | | |
| | | | | |

< Back

Continue

Upload Claim Data

Figure 8: Claim Site List screen – Complete Site Claim Validation



8. Review the claim summary information on the Claim Month Details screen. If you need to make a change, select the < **Back** button.

| Child Care Center | | | | |
|-----------------------|-------------|----------------|-------------|----------------------|
| Meals / Snacks Served | Free (A) | Reduced (B) | Paid (C) | Total (A + B + C) |
| C1. Breakfast: | 114 | 57 | 29 | 200 |
| C2. AM Snack: | 0 | 0 | 0 | 0 |
| C3. Lunch: | 85 | 42 | 23 | 150 |
| C4. PM Snack: | 62 | 31 | 17 | 110 |
| C5. Supper: | 28 | 14 | 8 | 50 |
| C6. Evening Snack: | 0 | 0 | 0 | 0 |

Figure 9: Claim Month details screen

9. To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 15/30 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk

10. An email confirmation will be automatically sent from CNIPS to the Claims Preparer identified on the most current CACFP Sponsor Application.

Important!: The claim summary status must have a date shown for **Date Accepted**. This provides assurance that your claim has been accepted by CNIPS.

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Oct 2012 | 0 | 10/19/2012 | 10/22/2012 | | Original |

Confirmation Number: **IOSFNE**

Thank you for your **October 2012** Claim Submission.

An email confirmation has been sent to: [redacted]@aol.com

< Modify Claim

Finished

Figure 10: Claim Confirmation screen

11. Clicking **Finished** provides a good summary of your claim status:

| Claim Month: October 2012 | | | | | | |
|---|------------|---------------|---------------|----------------|-----------------|----------|
| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
| View Modify Summary | 0 | 10/19/2012 | 10/22/2012 | | \$118.11 | Accepted |
| Total Earned | | | | | \$118.11 | |

Figure 11: Claim Month Details Screen – Example of Processed Claims



To modify an un-processed claim

At times you may want to modify your claim before it is processed by the state for payment. Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.



TIP: See **Site Claim Example** (pages 6-7) for an example claim form.

Note: Claims with a status of "Accepted*" or "Processed" are not modifiable as they have been selected by the State for payment processing. For these, the Sponsor must create a revised claim.

1. From the Claims menu, select **Claim Entry-Centers**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Modify**. The Claim Site List screen displays.
4. Under Actions, select **Modify** to the left of the Site you wish to view. The Site Claim Report screen displays.

Note: The Summary link is not active until a claim has been submitted with no errors.

5. Update claim information.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the modified claim, check the Certification box and select the Submit for Payment button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15 days from the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



To revise a processed claim

Claim revisions may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.



TIP: See **Site Claim Examples** (pages 6-7) for an example of a CACFP claim form.

1. From the Claims menu, select **Claim Entry-Centers**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Revision**. The Claim Site List screen displays.
4. Under Actions, select **Revise** to the left of the Site whose claim you wish to revise. The Site Claim Report screen displays.

Note: The Add Revision button will only display on Claim Month Details screens that currently have no claims created.

5. Make any necessary changes to the claim.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the revised claim, check the Certification box and select the Submit for Payment button.

Note: Revised claims must be re-processed by the State regardless of their original status.



WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 30-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



Claim Statuses

Statuses are used to define the state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

Incomplete

- The claim has a status of “Incomplete” when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

Validated

- This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
- Applicable only when the Sponsor is participating in site-level claiming.

Accepted

- The claim has a status of “Accepted” when the claim has passed all on-line edits and additional edits (e.g., 15/30 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

Accepted*

- The claim has a status of “Accepted*” when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

Processed

- The claim has a status of “Processed” when the claim has been fully processed by SCN and has been sent to the State’s Accounting Office for disbursement of funds.



Appendix

Claims Submission Checklist

- ☐ Have you verified your data entry to ensure it is correct?
- ☐ **Important!** Have you entered in all your sites for claiming meals? Please remember that:
 - A site must have an approved application status in order to submit a claim
 - A late site claim will be considered a late claim. Under the USDA rules, sponsors are only allowed a single late claim every 3 years.
- ☐ In the Claim Year Summary screen, does the Claim Status field show a status of “Accepted”?

Note: Claims are due by the deadlines established by SCN, which is prior to 12 a.m. EST on the 15th of each month. If you have questions or problems with your claim submissions please contact the SCN Help Desk at (502) 564-5625.